

eFACULTY QUICKTIP: FORWARDING CASES TO THE NEXT LEVEL

eFaculty QuickTip: Forwarding Cases to the Next Level

1. O D ai ne C	Once the Optional Response Deadline has passed, cases re ready to be moved to the ext level. Committee members receive		has responded	ਸ to the ਵਿੰਦੁਲੀਨ ਗਾਂਗ ਪਿੰਡ
no op	otice of submission o f any ptional response (right).		Transie All	EW DESDONSE.
lf fil ca	there is no response, the les may be moved on the alendar deadline or later.		usly shared a file sted that the respond to the The candidate led a response ou shared. In to your view the	You previo with and reques candidate shared file. has upload to the file y Please logi account to
2. To ca bu se bo	o initiate the move, open a ase, find the "Send Case" utton in the top right, and elect it. In the drop -down ox, select "Forward to".	Home Faculty180 Annoucements & Help Evaluations Administration Review, Promotion and Tenure Cases Termolates Administration Review, Promotion and Tenure Cases Termolates Administration Review Users & Groups	San José State University) Case > James Lee Unit College of Business Case Materials Case	Send Case Forward to Dear of Appropriate Assistance Backwards to Dear of Appropriate Assistance Core they gut Ore they gut Deals Server to Deals Server to Deals Server to



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3. An "Su pro Eva Inp into (A ⁻ the Qu You me Ioo	a email form opens. In the ubject", include the review ocess name (e.g., Annual aluation). but text from the template to the message body.* template for this email is in a last section of this lickTip.) bu can also "Preview" the tess age to see how it will ok.	Send Case Forward Case to be case or wards to the next step, uppartment Level. In the domining reviewed is that to case or wards to the next step, uppartment Level. In the domining reviewed is that to case or wards to the next step. The dollar is the doal is the do			
4. The "Co mo cur the lev	e final step is to select ontinue". e Case has now been oved forward. Those at the rrent level lose access as e case is opened to the next rel.	Send Case Forward Great job! You're sending the case is is ward to the next step. Department Level. The follow previewers will lose access to the case: Annual & Cumulative - Department Assistant - Social Sciences - Justice Studies 1 members The following reviewers will gain access to the case: Justice Studies - Chair 1 members If recipients respond to this message, their response will come directly to your engineering Subject * Subject * If a loss is coming your way for review. You'll be able to see the documents and their response of the case is coming your way for review. You'll be able to see the documents and their response of the case is coming your way for review. You'll be able to see the documents and their response of the case is coming your way for review. You'll be able to see the documents and their response of the case is coming your way for review. You'll be able to see the documents and their response of the case is coming your way for review. You'll be able to see the documents and their response of the case is coming your way for review. You'll be able to see the documents and their response of the case is coming your way for review. You'll be able to see the documents and their response is coming your way for review. You'll be able to see the documents and their response is coming to the case is case is coming to the case is coming to the case is			
* Email Template: Forwarding Case to the Next Level					
Subject: [Review Type (e.g., Annual Evaluation)]					
Dear Reviewers:					
This evaluation is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in. For help initiating your review, please visi t our reviewers guide, our <u>eFaculty Training and Help</u> page, or the help pages under your name in the extreme upper right corner of your eFaculty account.					
Please note that the link above will not work for sign on unless you are already signed in to your eFaculty accountvisit <u>one.SJSU.edu</u> .					